

XPD FALL 2020 INTERNSHIP DATES

DUE DATES FOR INTERNSHIP REPORTS ARE LISTED SEPARATELY FOR EACH BLOCK

Students may register for an academic internship in one block or complete credits across all four blocks

Minimum internship duration must correspond to number of credits earned. Please verify [here](#).

Due Dates for Registration

Final Registration for Internships in Any Fall Block: **Sept. 4, 2020**

(Students must have registered for both DNA 397 and completed the online registration)

Registration for internships can be completed [online](#) through the Learning Contract. This form will collect required signatures from your faculty moderator, department chair, and site supervisor for you.

XPD-Required Reports & Evaluations

Item Due

1. [The Legal and Professional Issues video](#) can be accessed online using your CSB/SJU username and password.
-Note: Your faculty moderator can request to be notified once you've completed this assignment.
2. [Joint Mid-Term Evaluation](#)
-Meet with your supervisor(s) to discuss before submitting online together.
-Site visits are encouraged, but not required due to the compact nature of the block schedule. For more information on site visits, please visit the [XPD Internship Reports Page](#).
3. [Intern's Final Self-Evaluation](#) - You will complete this on your own, online.
4. [Supervisor's Final Evaluation](#) - Your supervisor will complete this on their own, online. You're asked to share the task and link with this person.

Due Dates for Reports & Evaluations

Due dates assume students start and end their internship within one block. If your internship extends for the semester or across multiple blocks, submit the mid-term evaluation half-way through the internship and the final evaluations before your last day on-site.

Block A

September 11

Mid-Term Evaluation

September 24

Final Self-Evaluation

Supervisor's Final Evaluation

Block B

October 9

Mid-Term Evaluation

October 22

Final Self-Evaluation

Supervisor's Final Evaluation

Block C

November 6

Mid-Term Evaluation

November 19

Final Self-Evaluation

Supervisor's Final Evaluation

Block D

December 4

Mid-Term Evaluation

December 17

Final Self-Evaluation

Supervisor's Final Evaluation

****Where possible, XPD encourages students to organize a site visit (virtually or in-person) near the mid-point of their internship****

 EXPLORE

 DO

 REFLECT

 CONNECT

Due Dates for Faculty- Determined Means of Evaluation

The “Internship Graded Evaluation Components” (or homework required for your internship) will be listed on your Internship Learning Contract/Registration form. Check with your faculty moderator for due dates on:

- Journal/s: if required, send directly to your faculty moderator(s) weekly, monthly or as instructed. The Internship Program does not need a copy/copies.
- Short papers, essays or reports: if required, send directly to your faculty moderator. The Internship Program does not need a copy/copies.

Please inform your faculty moderator if you are unable to meet any deadlines! If you have questions regarding required report due dates, email [XPD Experience-Based Program Coordinators](#).

CSB/SJU Internship Program, XPD - Experience and Professional Development

Laura Hammond (lhammond@csbsju.edu) and

Student XPD Coordinators (internsw@csbsju.edu)

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Canvas Course for Academic Interns

The XPD Office operates and maintains a Canvas course for all students earning academic internship credit at CSB/ SJU. Please note, this page is separate from any Canvas coursework or pages your faculty moderator might create/ use. Any student who accesses the online, internship registration form will have access to the site. Tools included here will provide insight for the registration process, houses required reports to complete during your internship, and offers tips for how to best to maximize the internship experience!

Access the Canvas Course here: <https://csbsju.instructure.com/courses/9551>

CSB OFFICE

Clemens Library
(320)-363-5707

XPD- EXPERIENCE & PROFESSIONAL DEVELOPMENT

www.csbsju.edu/xpd
Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

SJU OFFICE

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(320)-363-3236